

February 24, 2017

To: Faculty Members
From: Tracy Cieloncki, UTSA Rowdy Campus Store
Re: Rental/Purchase of Academic Regalia

The Rowdy Campus Store is available to order your academic regalia for the May 2017 Commencement. Orders for **renting** academic regalia must be placed no later than **Friday, April 14, 2017** to guarantee delivery for use in the commencement exercises. Rowdy Campus Store customer service personnel will be happy to assist you in this process.

Any orders placed after **Friday, April 14, 2017** will be subject to a \$25.00 rush fee. Please contact us at ext. 4220 with any special needs or questions.

	<u>Master Rental Fee</u>	<u>Doctoral Rental Fee</u>
Cap, Gown and Tassel	\$36.25	(Masters Only)
Gown and Tam w/tassel	(Doctoral Only)	\$62.00
Hood	\$28.00	\$30.00
Cap Only	\$ 7.00	(Masters Only)
Gown Only	\$24.00	\$30.00
Black Tassel	\$ 5.25	(Masters Only)
8-sided Tam w/gold tassel	(Doctoral Only)	\$32.00

All rental fees must be paid when the order is made.

Rented regalia may be returned to the Rowdy Campus Store located on the Main Campus or the Downtown Campus Bookstore.

Please be sure to return your rented regalia no later than **Friday, May 19, 2017**

NOTE: Regalia provided through your Dean's Office should to be returned to that office according to the schedule they have established.

The deadline for ordering academic regalia for **purchase** is **March 7, 2017**.

Herff-Jones representatives will be on the Downtown Campus at Meeting Assembly Room (BV 1.338) on March 6th 2:00 pm – 6:00 pm. Representatives will also be at the Main Campus at the UC Ballroom on March 7th 10:00 am – 7:00 pm. The representatives will assist with measurements as well as answer any questions.

Thank you for your participation.